

Position Description

Position title:	Casual Technical Services Team Member
Directorate:	City Wide Services
Service Unit:	Civic Services
Reports to:	Technical Production Coordinator
Direct reports:	Nil
Salary point:	LTCA 2 - 7
Work location:	Civic Theatre or other location used for presentation of live performance or event by Civic Theatre
Date revised:	March 2021

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of ***creating a smart, liveable and sustainable global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Civic Services?

We provide services to the community across the fields of entertainment, cultural development, venue and event coordination, food and beverage and tourism. We manage some of the City's most valuable assets – Newcastle City Hall and the Civic Theatre, as well as the Civic Station building which houses our Visitor Information Centre, and the Fort Scratchley Function Centre. Our people are passionate about Newcastle, culture, supporting the community and the venues we look after. We aim to preserve our valued community assets while ensuring full use is made of them, to the benefit of the community.

What's the focus of this position?

Our casual team members work collaboratively to provide a first-class technical service to users of the Civic Theatre and associated venues or locations, for live performance, event delivery and other entertainment such as movies. The primary objective is to support and enable these presentations, either generally backstage, or specifically within a particular area of expertise. Together the team provides technical production to the highest possible standard, and our customers (both audience and venue hirers) have the best possible experience.

This is a casual position working in one or more of a range of roles within Technical Services. All roles are client facing. You should also refer to the document **Duties Statements Technical Services** which describes the duties related to each specific role.

Available roles are:

Bump in crew	LTCA level 2
Stage Crew	LTCA level 3
Show Crew	LTCA levels 3 to 6
Duty Technician	LTCA levels 6 to 7

What you'll be doing:

- Bump in, set up, prepare, operate and bump out any technical theatre element within your skill level and area of specialist expertise.
- Provide a high quality, and professional service that exceeds visitor expectations.
- Actively improve your skills and level of service to Civic Theatre customers and clients.
- Maintain knowledge and skills within your specialist area (if applicable).
- Follow Civic Theatre procedures, work plans and duty statements for particular work and skill areas, such as lighting, sound, AV, rigging, flying, staging, stage door, duty technician, floor crew, dressing, maintenance or other areas as required.
- Contribute to work process improvement, effective teamwork and the high standard of live performance and event delivery.
- Ensure that workplace health and safety is a top priority and focus in all aspects of your work.
- Provide support and assistance to colleagues wherever possible.
- Regularly maintain associated equipment.
- Work during the daytime, night time and over weekends, sometimes finishing after midnight.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

The essentials you'll need:

- A sound knowledge of stage technology, essential staging elements, equipment and processes, and a strong interest in the technical aspects of the delivery of live performance and events.
- Experience in one or more of stage lighting, audio, AV, staging or flying and rigging.
- Physical capacity to handle stage equipment, including audio, lighting and AV equipment, and common staging elements such as rostra, flats and curtains.
- Flexible and collaborative approach to your work, open to learning and always looking for ways to improve service delivery.
- Ability to work consistently without direct supervision and under some pressure.
- Computer literacy.
- Effective written and verbal communication skills, pleasant and cooperative demeanour and professional presentation.
- Available to work shifts during the day, night and over weekends as well as flexibility to work a broad span of hours and at short notice where required.
- A commitment to providing the best possible outcomes for customers and the Theatre.
- Valid Working with Children Check (WWCC).

Other valuable skills you may have:

- Formal technical theatre qualification to a minimum level of a Certificate III in Live Production and Services (NSW TAFE) or part completion, or able to demonstrate equivalent practical experience.
- Rigging qualification.
- Prior experience in carpentry, electrical or other trade.
- Any or all of: Rigging / Dogging, EWP operation, Working at Heights, Electrical Test & Tag, First Aid certificates.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves. We may require you to obtain specific qualifications required for the position, at our expense. You will be required to provide a Police Check and Working with Children Check and undertake a medical prior to engagement.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	